

[Your Company Letterhead]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: CCTV Maintenance Contract

We are pleased to present you with a proposal for the maintenance of your CCTV systems. This contract outlines the scope of services, terms, and conditions regarding the ongoing maintenance and support of your surveillance equipment.

**\*\*1. Scope of Services\*\***

- Regular inspections of CCTV systems
- Software updates and firmware management
- Repairs and replacement of faulty components
- 24/7 technical support

**\*\*2. Duration\*\***

This contract will commence on [start date] and will be valid for a period of [duration, e.g., one year], with the option to renew upon mutual agreement.

**\*\*3. Fees\*\***

The total cost for the maintenance services will be [amount] per month, payable in advance on the first of each month.

**\*\*4. Terms and Conditions\*\***

- All repairs will be conducted within [number] business days.
- Emergency support will be available at no additional charge during the contract period.

Please review this proposal and feel free to reach out with any questions or adjustments you might require. If you agree to the terms, kindly sign and return a copy of this letter to confirm your acceptance of the contract.

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]

[Enclosure: CCTV Maintenance Contract Agreement]

[Signature Line for Client]

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[Client's Name]

[Date]